

Sharp School Training
June 25 – 27, 2012
Paul Irwin, Trainer

Open Browser Window to new District Site: <http://ccsdschools.org>

TO LOG ON TO YOUR SCHOOL:

- From the school drop down menu (hover mouse on district school menu in upper hand corner) click the name of your school
- Click the login link on upper right hand and log in with your username and password
- Username: first_lastname
Password: welcome



left

side



WHILE YOU ARE WAITING FOR EVERYONE TO LOGIN - EXPLORE!

Look around your school's website.

- *What kinds of things do you see on the Home page?
- *On the Gray toolbar- what are the tabs?
- *Has your site manager put any pages below these tabs? If so, click on these pages to see what is there.
- *If you were a parent what kinds of information would you be looking for?
- *If you have not already done so, type a few sentences that gives the parents information about you and your class or classes that you teach.

TWO PURPOSES TO THIS TRAINING

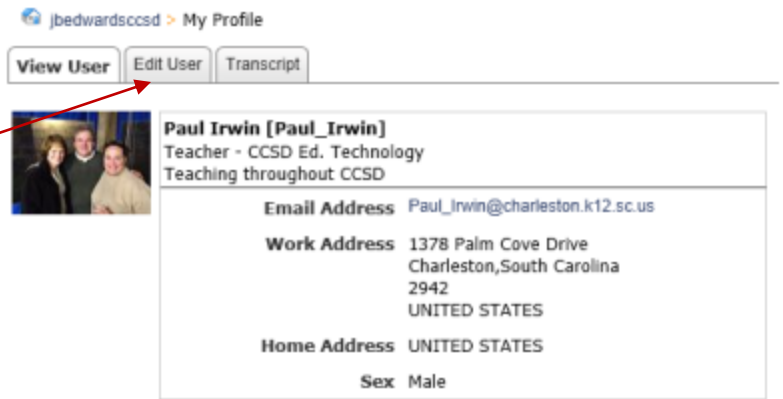
We want to get you started on your web presence on your school's website.

This will take the form of two different audiences.

- Teacher-Parent Web Presence
 - Teacher-Student Class Presence
- (We'll begin with the Teacher-Parent Communication.)

CHANGE PERSONAL PASSWORD

- Click on name in the right hand bar
- Go to user account>>Edit user>>fill in new password
- Log out and log** back in after changing it.



jbedwardsccsd > My Profile

View User Edit User Transcript

Paul Irwin [Paul_Irwin]
Teacher - CCSD Ed. Technology
Teaching throughout CCSD

Email Address Paul_Irwin@charleston.k12.sc.us

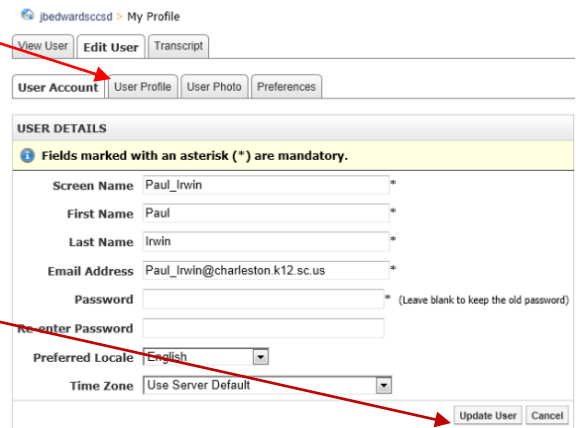
Work Address 1378 Palm Cove Drive
Charleston, South Carolina
2942
UNITED STATES

Home Address UNITED STATES

Sex Male

UPDATE TEACHER PROFILE

- Fill in the parts that you want shown to the parent. If there is personal information as part of your profile already there that you don't want shown, check the box to make private.
- Click on the Update at the bottom
- User Photo** is where you would upload a picture of yourself for your landing page that introduces yourself to the parents of your students. It is highly recommended that you add this but is not a requirement.
- Go to Directory and show my profile



jbedwardsccsd > My Profile

View User Edit User Transcript

User Account User Profile User Photo Preferences

USER DETAILS

Fields marked with an asterisk (*) are mandatory.

Screen Name Paul_Irwin

First Name Paul *

Last Name Irwin *

Email Address Paul_Irwin@charleston.k12.sc.us *

Password * (Leave blank to keep the old password)

Re-enter Password *

Preferred Locale English

Time Zone Use Server Default

Update User Cancel

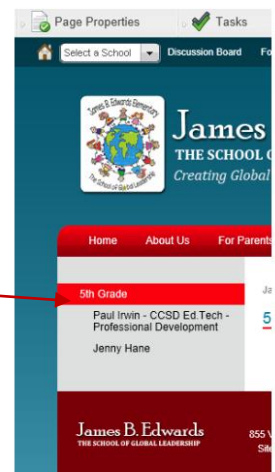
SITE NAVIGATION

- Show search box for website- think of something that would be on the website. When you add files for parents and students you will want to have some logic and meaning behind them so they can search and find easily.
- Navigation is horizontal, vertical, and there are breadcrumbs to be used along the way.
- What is the easiest way to get back to the homepage wherever you are in the website? The Home Page is the Parent Page of all pages for your website.
- Parent vs. Sub-pages

TO CREATE A WEB PAGE

TO GET TO YOUR GRADE/DEPARTMENT PAGE

It **matters** where you are on the website when you are creating a teacher page. **You need to be on the parent page of your grade level if you are in elementary or middle and department if you are in a high school.**



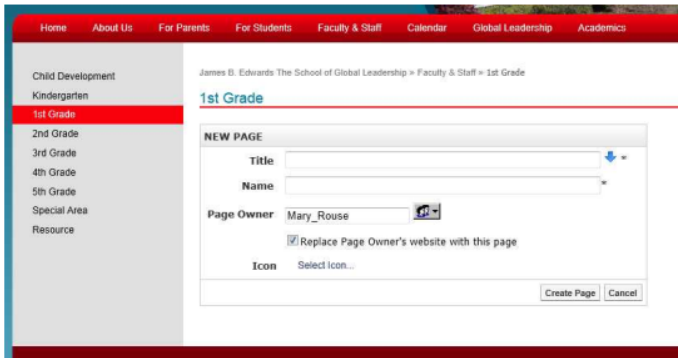
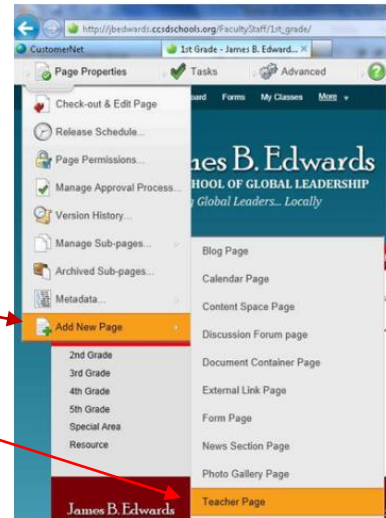
From there you are going to create your teacher pages.

Once you have found your grade level and have clicked on it complete the following:

Go to page properties

Add new page

Teacher page



THE NEWLY CREATED PAGE WILL LOOK LIKE THIS



EDITING YOUR PAGES: CHOICES!

TO DELETE ON PAGE

TO ADD ON PAGE

a) Option 1

- Open up another tab on your browser and go to your echalk page that has the general information about you and the classes you teach. Or open the document that has a blurb about you or just type something about what you teach in the box.

b) Option 2

- Copy and paste from Word has a special tool so the proprietary items are removed and it will still keep your formatting.
- Things you can copy from Word-text, table, external hyperlinks
- Things you can't copy from Word- clip art and pictures

c) Option 3

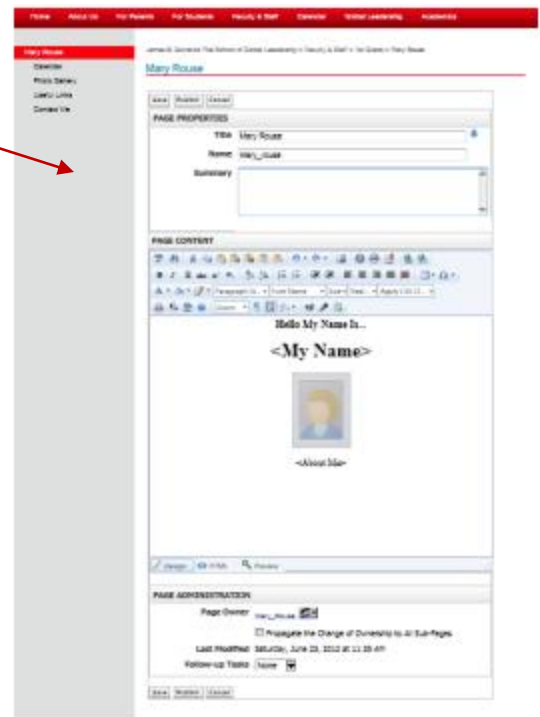
- If you are just typing there are colors and some word processing formatting in the editor

REVIEW:

There are three choices once you are ready. What are they?

What is the difference between save and publish? (Publish does save automatically.)

- If you publish you will get a dialogue box that says do you want to make this hidden page public? Yes is what you want to publish it. It saves.



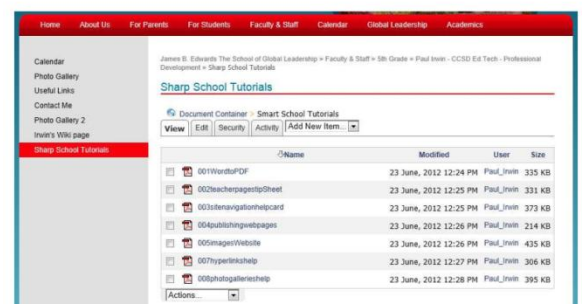
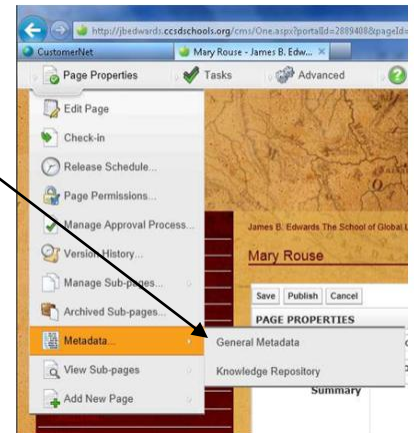
TO ADD A THEME TO YOUR PAGE

- Choose a Theme for all your pages. This can be changed.
- Go to Advanced on Gray bar>>Page Theme
- Choose and publish. You need to try several because some of these color combinations don't look good mixed with the school's color scheme.
- Change name at top of them on Page Properties>>Metadata>>General Metadata. This will only have to be done once.
- Besides the themes if you want to edit, go to Page Properties>>Checkout & Edit



MANAGE RESOURCES ON WEBSITE

- Pictures – Image Editor use Image icon mountain with sun
 - Ideal picture size is below 1MB--Max is 10 MB
 - Best picture size is 336 X 448 pixels in MS Picture Manager this is the Web small size when exporting pictures.
 - Best practices are that your pictures need to be uploaded to your folder in the Staff Images file. You will need to create your personal folder.
 - You upload your pictures to this file. You can have as many subfolders under your personal one as you want.
 - Have a folder for the pictures you want to upload. Ideally, have a folder on your share drive so that you don't have to be at the same computer, but if not then put a folder on the desktop or in My Documents. It can be anywhere as long as you know where it is. **You can add to this folder but not delete.** So make sure you only put in what you want.
 - Once you upload a picture, you can't insert it until you **fill in Alt Text** under the **Properties on the right-hand side**. You can resize once you put it in.
 - Text-wrapping right click picture to get properties.
 - When you are ready to insert make sure you are on the part of the page you want to insert or it will put it at the top of the page.
- Documents-File Editor use text page with paperclip icon
 - Best practices is upload your document in pdf format because not all people have MS Word and then they can't open the document
 - The MS Word version on your laptop or on the newer computers has the ability to save the document in pdf format. **(I will demonstrate)**
 - Max upload for a document is 50 MB.
 - Use document with paperclip icon.
 - Best practices are that your documents need to be uploaded to your folder in the Staff Documents file. You will need to create your



personal folder. Just like the pictures.

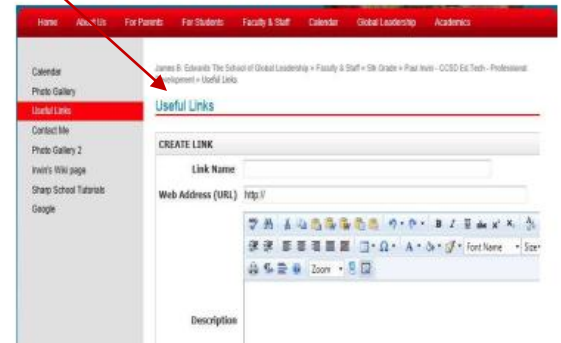
- f. Once you have uploaded document you have to rename. Do not leave the document name. On the dropdown menu, choose new window. Copy and paste name for tooltip.
- g. Make sure you are on the part of the page you want to insert the document, then click insert.

c) Links- Hyperlinks to Websites world with paperclip icon

- a. For external links-same as documents make it open in new window and name and copy and paste for tooltip
- b. Change size in the editor

d) Links-Hyperlinks to other pages on your website use icon with green plus

- a. Make sure you are where you want the link on the page before you start.
- b. Search for the term you want to connect to.
- c. Find that page and you can preview or insert.
- d. Change size in the editor



TO HIDE PAGE

- 1. Page Properties >> Manage Sub-pages>> Page Status
- 2. Here there are three choices for these pages show, hide or archive. Hide Selection is going away.

TO VIEW A HIDDEN PAGE IN ORDER TO EDIT

- 1. Page Properties>> View Subpages You will see the Hidden in parentheses for those pages. Click to continue editing.

TO ARCHIVE

- 1. Page Properties >> Manage Sub-pages >> Page Status
- 2. Check box and then click archive

TO EDIT ARCHIVED PAGES

- 1. Page Properties >> Archived Sub-pages
- 2. You have two choices you can un-archive to work with or this is where you can delete. If you delete there is no getting the page back. You will have a dialog box to make sure this is what you want to do.

FOUR DEFAULT SUB-PAGES FOR TEACHER PAGE

- 1. Calendar
 - a. Assignments will auto fill from class pages. Teachers can add field trips or other special events for their class. Contact your site administrator for a category to be added if it is not there. Go through a manual addition and the subscribe button
- 2. Photo Gallery
 - a. Add & Manage Photo Albums Best practices is no more than 20 pictures per album. Upload Multiple pictures is available only when using Internet Explorer. You may have to install the Active X the first time you add, but this allows drag and drop pictures or folders of pictures.
- 3. Useful Links
 - a. Add hyperlinks, files. Upload multiple files is available in IE and is drag and drop.
 - b. Max upload is 50 MB.
- 4. Contact Me
 - a. Gives contact information for parents
- 5. You can add more sub-pages if you want.
 - a. Hide the default pages you will not be using. So parents don't click and get nothing.

TO LOOK AT THE STUDENT-TEACHER PAGES

1. Go to smaller and darker gray bar underneath the editing gray bar. Look for my classes. Click on the link. Show the Photo shop class in sample school.
2. Show them how to get to their class.
3. Better than echalk because it will load the students for you. Save echalk documents if you have not already so you can reload the pages in the fall when these pages are ready.

SIGN UP FOR SHARPSCHOOL SUPPORT

1. Open new browser
2. Type in address <http://customernet.sharpschool.com>
3. Click on Signup link and fill out form
4. Screen name should be the same as your sharpschool username.
5. Registration Confirmation email will be sent. 24 hours to get approved.
6. This is where there are manuals and videos.

FOR A QUICK LINK TO TUTORIALS AND VIDEOS VISIT:

<http://irwin-ccsd.wikispaces.com/Sharp+School+Training+Tutorials>

Last item before we go. Please to ccstdschools.com/employee tools

Login to ERO.

3) Evaluation form from each participant –online through ERO – Done on last class session

After you give directions to your class, please leave the room during the evaluation process. Remind participants that this is an anonymous evaluation. Their name is not associated with their evaluation. Please submit a hard copy of the ERO evaluations from the Reports section.

Course Participants:

- Log in to ERO and click on the "My Evaluations" tab
- Click on the on the link "Evaluate" next to the title of the course
- Fill out the evaluation, then click on "Submit" button

After that you are free to go. I will be here to answer any individual questions.